



Career Opportunity at CARE International in Uganda

About CARE International

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

With funding from PEPSI COLA, CARE will be implementing a project called “She Feeds the World (SFTW) Uganda”. The project starts in June 2018 and ends May 2021. The main goal of the project is to increase food security, and build resilience and incomes of vulnerable women and girls in two districts of Kyegegwa and Kyenjojo in Western Uganda. The project will engage targeted communities in more sustainable ways of farming as a business, promote investment into women small-scale producers and give them access to the resources, support, information and confidence they need to invest in their farms, businesses, families and communities. As a result, these women will boost production and generate income that they use to send their children to school, feed their families more nutritious meals, keep their kids healthy, expand their businesses, and build savings to help them weather difficult times. The target population is women and women-headed households in the two western districts of Kyenjojo and Kyegegwa whose principal source of income is small-scale production – both agriculture and animal husbandry. The target population typically suffers from poor nutrition and unreliable income streams that keep themselves and their households in a perpetual state of poverty. In some regions, this may include refugees from the Democratic Republic of Congo that have settled as farmers in the community.

CARE International in Uganda is therefore seeking to recruit a highly motivated and qualified development professional to fill the position of **Initiative Manager (Agricultural Production and Market Access Specialist)**.

JOB SUMMARY

The Initiative Manager (Agricultural Production and Market Access Specialist) is responsible for managing the “She Feeds the World (SFTW) Uganda”.

She/he will provide technical support to project staff and implementing partners on the key afore mentioned components of this project. The manager is also responsible for the day today management of the project Human Resource Management of staff, project/ initiative, planning and timely and quality implementation of activities in line with the approved proposal and work plans, financial management of grants in line with approved budget. The manager will also provide oversight on project implementation and as well ensure compliance of initiatives in line with organizational and specific donor rules and regulations, management of assets assigned to the initiatives, monitoring, evaluation and reporting. This position will report to the WAYFIP Program manager with dotted lines to the Program Director and as well collaborate with WAYFIP program staff and other CARE Uganda program ie

WENG, L4C and Humanitarian Emergency response. The manager will also keep in contact and coordinate with key strategic partners and as well ensure information sharing and collaboration with the partners.

SPECIFIC RESPONSIBILITIES AND TASKS:

Responsibility 1: Overall Project Management Oversight and technical direction to the core components and of the project (30% of time)

- 1.1. *Drawing from the objectives and agreed upon key activities in the project proposals, develop detailed yearly and quarterly implementation plans and related budgets while ensuring synergies between the different initiatives;***
- 1.2.** Ensure DIPs (Detailed Implementation Plans) are followed and closely monitored for each initiative to ensure timely implementation of activities and within available resources and immediately report any problems or deviations from plans;
- 1.3.** Technical manage implementation of: the Farmer Field Business school FFBS model, agricultural production, market access, nutrition; gender equality; marketing; and business management, gender dialogues to engage men
- 1.4.** Ensure logistics for all training, capacity building, research and other events have been prepared and organized in line with CARE's & donors' internal procedures and to create the best possible environment and conditions for participants in these different events;
- 1.5.** Responsible for monitoring the initiatives' budget, reviewing monthly expenditure reports and ensuring budgets are used in accordance with CARE's and the donors' rules and regulations. This involves planning and designing activities in ways that fit the available budgets, reviewing monthly expenditure reports, working closely with finance to prepare accurate and timely donor financial reports and ensuring allocation of expenses to the right budget lines, preparing quarterly projection of needed funds, pipeline projections, etc.
- 1.6.** Responsible for preparing procurement plans for all goods and services related to these initiatives, according to approved budgets and activity plans and in line with both CARE and the donors' procurement rules and policies
- 1.7.** Ongoing identification of staffing needs in managed initiatives, recommends changes of staffing structure as needed and develops / adapts job descriptions as needed;
- 1.8.** Direct supervision of staff assigned to initiatives under direct management, which includes development of annual performance objectives and proactive management of performance through day to day guidance and coaching, formal mid-term and annual performance reviews and support to staff to achieve their personal and professional development objectives.
- 1.9.** Ensures synergy across the supervised initiatives as well as efficient use of resources across initiatives and also with other initiatives under CARE's Humanitarian Program;

Job Responsibility 2: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for livelihood projects under direct management (20%)

- 2.1** Ensure the project achieves results based on availability of an effective monitoring and evaluation system with SMART indicators, with the engagement of local partners and the development of a learning system that not only generates quantitative data but allows for ongoing collection of participants views on the programs' relevance and success;
- 2.2** Ensure that project indicators are sex and age disaggregated and address the gender transformation of the core project deliverables;
- 2.3** Ensure the project has a database to allow keeping track of project participants in each component, without double counting across components;
- 2.4** Ensure CARE and partner staff are trained on the developed monitoring and evaluation system;

- 2.5 Coordinate and manage the design of the base line, midterm review and end line and final evaluation; ;
- 2.6 Facilitate and document regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality;
- 2.7 Write and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes;
- 2.8 Supports team members and partners to write reports on their sector of intervention and coordinates process of consolidation of reports for internal purposes as well as donor reports, as per guidelines of the donor; It is critical to ensure reports are a true reflection of implementation and reflect progress as well as challenges and lessons learnt;
- 2.9 Ensure learning products are developed in coordination with relevant colleagues, with a focus on livelihood initiatives;

Responsibility 3: Management & capacity building of livelihood humanitarian partners (20%)

Key Tasks:

- 3.1. **Identify** local partners with capacity and interest in relation to the core areas of the project and collaborate with Grants and Contracts to conduct due diligence and organizational capacity assessments in line with policies before signing MOUs. Ensure selected partners have clear Scopes of Work and detailed budgets as per policy and are very clear about their roles and responsibilities;
- 3.2 Ensure partners' capacity development plans are developed based on findings of due diligence and capacity assessments; Ensure on-going capacity building at institutional, organizational and technical level, including attention to Gender Equity and Diversity; ensure scope of work, work-plans and budgets are reviewed and revised from time to time to address any emerging issues.
- 3.3 Manage relationships with the partners to ensure deliverables are met timely and with the required quality; In cases where partners also work with CARE's long term development program team, this may involve coordinating with colleagues in other parts of CARE Uganda;
- 3.4 Ongoing review and assessment of partners performance and provision of support as needed through development, implementation and monitoring of partners' capacity development plans and close tracking of progress against scopes of work, work plans and budgets;
- 3.5 Ensure partners' reports, both financial and narrative, are submitted timely and analysed and that feedback is shared with partners;
- 3.6 Ensure all partners' agreements and general operations are in line with CARE's sub agreement policy;
- 3.7 Ensure partners have in-depth knowledge of the projects' objectives and strategies;
- 3.8 Ensure that partners are involved in all critical moments and events of the projects (design phase, consultancies, planning meetings, review meetings, baseline, midterm review, end line, steering committee meetings, etc.) and that all key information is shared with them in a transparent manner and in real time;

Responsibility 4: Quality assurance and development of gender, youth and conflict sensitive interventions (25%)

Key Tasks:

- 4.1 Support WAYFIP program team to develop, resource (through proposal writing) and implement innovative food security and nutrition related interventions with a view of building community self-reliance and increase their resilience;
- 4.2. Ensure proposed interventions:
 - Promote gender equity;
 - Reduce the risk exploitation and abuse, including of GBV by offering dignified livelihood enhancing opportunities to vulnerable groups, with a focus on refugee women and girls;
 - Are at least environmentally friendly and if possible even have a positive impact on the environment;

- Do not exacerbate the risk of conflict between groups of refugees and between refugees and hosting communities;
- Focus on youth and take the specific needs and potential of women, girls, men and boys into account;
- Lead to Women and Girls Economic Empowerment and resilience;
- Promote innovations including use of cash, use of ICT and mobile technology, pilot new ideas;
- Build on CARE Uganda's strengths in the financial inclusion sector, in Women's Economic Empowerment and on relationships with existing partners (banks, private sector, etc);

4.6. As the technical Project lead, the manager will supervise all livelihood focussed studies, research of all projects. This may include identifying research needs, developing TORs for consultants, protocols for livelihood focussed research, supervising consultants, etc

4.7 Ensure coordination with other key stakeholders that are focused on the core thematic aspects of the project ie. FFBs, market access, value chain, agricultural. Production, gender equity.

Responsibility #5 Any other duties (5%)

RELATIONSHIPS AND COLLABORATION:

This is a middle level management position in CARE and it is therefore important that the position holder exercises both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program directions, policies, procedure and core values of CARE International. S/he will have close and joint planning, coordination and collaboration with WAYFIP and other CARE Program staff (WENG, Humanitarian Response), and implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and Private Sector stakeholders. The Manager will directly supervise staff assigned to projects under his / her supervision. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

WORK CONDITIONS:

The position is based in Kampala CUHQ. A significant amount of time (at least 50%) is expected to be spent in the field operational areas, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the manager maintains a close effective presence in the field to ensure proper management supervision guidance and leadership on field activities.

MINIMUM QUALIFICATION AND EXPERIENCE:

The manager will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- Bachelor's degree in Agriculture, Agricultural Economics, Rural Development, or related field (though a Master's degree is preferred)
- Expert level knowledge and at least five years practical experience in Agricultural related programming ;
- Experience in at least two of the core fields of the project, Agricultural production, Farmer Field Business school model, financial inclusion (VSLAs and bank linkages), market engagement and value chain approaches.
- Experience in the use of ICT in livelihood programs required;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, Human Resource Management.

- People manager with proven experience managing diverse teams and individuals' performance for success,
- Excellent verbal and written communication skills in English.
- Computer literate (email, word processing, spreadsheets,)
- Personally committed to gender equality and women and girls' empowerment with ability to lead to organizational change processes that aim at making organizations more gender aware, gender committed and gender competent.
- Both a team player as well as able to work independently with minimum supervision.

REQUIRED COMPETENCIES

- Planning
- Proactive problem solving
- Contributing to team success
- Managing work
- Building partnerships
- Communicating with impact
- Initiating action
- Information monitoring
- Adaptability
- Stress tolerance
- Respect
- Integrity
- Diversity
- Excellence
- Accountability

APPLICATION PROCEDURE:

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees **only** through our recruitment email ugarecruitment@care.org clearly indicating **the job title in the email subject**. CVs will be received until the 2nd May 2018.

For any questions please call our office on **0312258100/150**

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER

Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process